



Human Resources

DATE POSTED: May 12, 2006

REQ. # 06-127

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-12-2006 TO 05-18-2006,
but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - ENGINEERING

POSITION AVAILABLE
MSBU TECHNICIAN

OF OPENINGS
1

STARTING SALARY
\$13.38 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 548
PAY GRADE: 15
SALARY: \$13.38 - \$20.59
MSBU TECHNICIAN

MAJOR FUNCTION: Highly complex work responsible for development, review, implementation and maintenance of budgets, contracts, grants, assessments and financial programs for the MSBU Division.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge, Abilities and Skills: Knowledge of governmental budgeting and finance practices, cost accounting, administration of grants and paraprofessional work. Must have strong communication skills and be able to work independently with minimal guidance. Ability to work as a team member.

JOB FUNCTION: To communicate and establish effective working relationships with co-workers, departmental staff, financial institutions, other governmental agencies, the general public, Office of Management & Budget, Finance Department, Tax Collector and Community Services. Conducts pre-audit review of the records by examining, verifying, and reviewing accounts, invoices, bills and purchase orders. Assures each item covered in the pre-audit is properly coded for payment for various accounts and budget line items. Prepares invoices for payment, opens confidential budget mail, verifies amounts due vendors, rectifies receipts with invoices, and assures proper payment amount is due and is paid in a timely manner. Maintains cash receipts, petty cash and statements. Responsible to post revenues as well as receivable in the correct budget account code for future reporting. Must keep accounts, including control and subsidiary ledgers, that cover varied financial transactions. Reconciles accounts to subsidiary ledgers. Classifies and makes journal entries. Participates in preparation of the budget and produces periodic budget reports, analysis and evaluation of deviations from budget line expenditures. Monitor annual assessment roll collections. Administer all aspects of grants. Develop budgetary and financial policy/procedures. Maintain the In-House Revolving Loan Program. Assist the MSBU Manager with the development of Assessment Rolls. Work closely with the Office of Management & Budget and the Finance Department to track and monitor revolving lines of credit and other financial transactions. Perform other duties as assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Frequent walking, standing and sitting. Ability to lift up to 30 pounds. Ability to speak clearly and concisely.

ENVIRONMENTAL CONDITION REQUIREMENTS: Frequent work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION AND EXPERIENCE: A minimum of 2yrs. from an accredited college or university. A comparable amount of training and experience in governmental budgeting/finance may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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